

The table below describes each of the fields included in the Action Item Log.

Field	Description
Action #	Sequential listing of all action items.
Date Logged	The date the action item was entered in the Action Item Log.
Product (s) Name	Product (s) affected by the action item.
Originator	The name of the person who originated the action item.
Responsible Party	The name of the person responsible for resolving the action item. Can be same as the originator.
Description	Describes the action item, as the originator sees it.
Affected Areas	Lists each product (s) activity, or task that is expected to be affected by this item.
Impact	Identifies, for each of the affected areas, the impact to the product if the action item is not resolved.
Current Status	Provides current information that assists those resolving the action item.
Date Required for Resolution	The date by which the action item should be resolved/recommendation made.
Resolution/Recommendation	Describes resolution/recommendation taken to resolve the action item.
Date Closed	The date the action item was resolved and action item logged closed.